

**REGULAR MEETING OF THE  
FRISCO HOUSING TRUST FUND BOARD  
CITY OF FRISCO MUNICIPAL COMPLEX  
CITY COUNCIL CHAMBERS  
6101 FRISCO SQUARE BLVD  
FRISCO, TEXAS 75034**

**Wednesday, December 10, 2008 at 6:30 PM**

**MINUTES**

1. Call to Order.

Chairman Bradley Thompson called the meeting to order at 6:35pm. The following board members were present: Bradley Thompson, Donna Scott, Nicole Bursey, Shannon Kackley, and Don Parker. Staff was represented by Stacy Brown and Janet Maccubbin. There were no visitors.

2. Consider and act on approval of the minutes of the November 12, 2008 Housing Trust Fund Board Meeting.

A motion was made by Donna Scott to approve the minutes of the November 12, 2008 Housing Trust Fund Board. Shannon Kackley seconded the motion and the motion passed unanimously.

3. Public Hearing: Reallocation of \$55,446.41 PY2008 Social Service Grant Funds, \$36,424.26 PY2009 Social Service Grant funds, and \$101,557.16 PY2007 Community Development Block Grant Funds.

Donna Scott made a motion to open the public hearing. Don Parker seconded the motion and the motion passed unanimously. Nicole Bursey recused herself from the remainder of the meeting due to her employment with one of the grant applicants. Stacy Brown, staff, presented the grant application binder, grant summaries, and grant financial staff recommended matrix. Six applications were received totaling \$393,517.00 requests for funds. The Chairman welcomed the visitors and requested that each agency when called come to the podium to answer questions concerning the grant application.

Celeste Faro, executive director of North Collin County Habitat for Humanity, made a presentation to the board. She stated that their request was for \$150,000 in funding to acquire two lots to build affordable homes for two Frisco families. The board asked Ms. Faro several questions concerning the feasibility of the acquisition of lots in Frisco. Mrs. Faro answered that her organization is committed to finding lots because there are Frisco families who need them. She stated that real estate is expensive in Frisco and four (4) realtors and some city staff were aiding them in the search for lots.

The City of Frisco Housing Rehabilitation Program was next up to the podium. Stacy Brown requested \$100,931.13 to be used to rehabilitate 4 homes in Frisco.

Frisco Cares Children's Clinic, represented by Cathy Reynolds, president of the board, and Cristi Paton, grant writer for the organization, made a presentation to the board requesting \$17,600.00 to be used for rent on a facility to house the children's clinic. The board asked questions concerning client qualifications and types of services provided. The representatives answered that the children must go to Frisco or surrounding community schools and that vaccinations and acute care are services rendered at the clinic.

Tracy Westoff, assistant executive director of the Samaritan Inn, requested \$2,700.00 to be used to fund a case manager assigned to Frisco residents. The board asked the methodology used to determine the amount of the request for funding. Ms. Westoff stated that historical data is used in that the average number of days a client stays at the Inn is 50 days and that each day costs \$37.00 per day. The board also asked if the organization was helping the clients to be independent, and once independent do the clients come back to Frisco. Ms. Westoff answered that 75% of the clients have a home and a job when they leave the program and that not all of the clients return to Frisco.

Due to illness, the executive director of the Boys and Girls Clubs could not make the hearing. Stacy Brown made the presentation for the Boys and Girls Clubs of Collin County Inc. by requesting \$30,000 for the SMART Moves program which targets youth behavior.

Frisco Family Services Center was represented by Jill Cumnock, executive director. Ms. Cumnock requested \$92,386.07 in funds to be used for perishable food, personal hygiene products, paper products, and cleaning products. She stated that the organization has seen a dramatic increase in the numbers of families who are requesting food and that they are now spending between \$9,000 and \$15,000 per month on food.

Donna Scott made a motion to close the public hearing. Shannon Kackley seconded the motion and the motion passed unanimously.

Recommendations were made based on the projected number of clients to be served in relation to the total clients to be served. Another consideration included the nature of the service; long, intensive vs. short, one time.

4. Consider and act on the reallocation of \$55,446.41 PY2008 Social Service Grant Funds, \$36,424.26 PY2009 Social Service Grant funds, and \$101,557.16 PY2007 Community Development Block Grant Funds and forward to City Council.

Stacy Brown, staff, explained the methodology used to make staff recommendations. The recommendations were made based on the projected number of clients to be served in relation to the total number of clients to be served. Another consideration included the nature of the service; long, intensive vs. short, one time. Discussion was held concerning the reallocation of funds. Don Parker requested that the amount to be allotted to North Collin County Habitat for Humanity be increased to \$75,000. Donna Scott made a motion to approve the increase in the amount allotted to North Collin County Habitat to \$75,000 and the decrease in the Housing Rehabilitation program to \$50,931.13 and to approve the remaining staff recommendations as presented. See attached.

5. Public Hearing: Adoption of PY2007 Community Development Block Grant CAPER.

Shannon Kackley made a motion to open the public hearing. Donna Scott seconded the motion and the motion carried unanimously. Stacy Brown, staff, stated that the City of Frisco's PY 2007 allocation was \$244,244.00 and this was added to carryover funds of \$304,956.84. The City expended \$286,862.26 of these funds. Shannon Kackley made a motion to close the public hearing. Donna Scott seconded the motion and the motion carried unanimously.

6. Consider and Act on the adoption of the PY2007 Community Development Block Grant CAPER and forward to the City Council.

Shannon Kackley made a motion to approve the PY 2007 Consolidated Annual Performance Evaluation Report (CAPER) as is. Donna Scott seconded the motion and the motion carried unanimously.

7. Consider and act on homebuyer loan applications from the City of Frisco Housing Trust Fund and Community Development Block Grant Fund.

No loans were presented.

8. Consider and act on Housing Rehabilitation loan applications from the Community Development Block Grant Fund.

No loans were presented.

9. Discussion concerning agency site visits.

Discussion was held concerning agency site visits for January 14, 2009.

10. Citizen Input

No citizen input.

11. Adjourn

Shannon Kackley made a motion to adjourn. Donna Scott seconded the motion and the motion carried unanimously.

Submitted by:

Approved by:

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Shannon Kackley, Secretary

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Bradley Thompson, Chairman